

The Checkbook Video

Length: 42 minutes, © Undated, Educational Video Network™

Audience: 7th grade to adult

The Checkbook Video takes student through reconciling a bank statement and checkbook register, step by step. In addition, general tips about managing a checking account are given at the conclusion of the video.

The Checkbook Video

- I. Supplies Needed
 - A. Checkbook, with a checkbook register or check stubs
 - B. Pen, pencil, and a colored pencil
 - C. Current bank statement and last month's bank statement
 - D. Calculator

- II. Balancing
 - A. Bank statement and checkbook register components
 - 1. Total deposits
 - 2. Total withdrawals
 - 3. Service charges and interest paid
 - 4. Withdrawal fees, transfers, and deposits
 - 5. Day to day account of banking transactions
 - 6. Daily account balance
 - 7. Check transactions
 - 8. Monthly summary
 - 9. Debit column
 - 10. Credit column
 - B. Order bank statement and returned checks/deposit slips
 - C. Organize checks by number
 - D. Organize deposit slips
 - E. Account for deposit amounts
 - F. Account for withdrawals
 - 1. Automated Teller Machine (ATM) withdrawals
 - 2. Automatic withdrawals
 - a. Insurance payments
 - b. Club fees
 - c. Automatic transfers out of your account
 - G. Account for bank fees and charges
 - H. Account for interest earned and other additions to your account
 - 1. Automatic transactions
 - 2. Direct deposits
 - 3. Overdraft protection transfers
 - I. Account for past month's outstanding checks
 - J. Account for cleared checks
 - K. Organize and inspect bank statement

- L. Account for current month's outstanding checks, match bank statement and checkbook register totals

III. Finding Errors

A. Questions to help you find errors

1. Have you correctly entered the amount of each check in your checkbook register or on your check stubs?
2. Have you correctly entered the amount of every other kind of withdrawal—ATM, direct payments, etc. in your checkbook register?
3. Have you correctly entered the amount of each deposit in your checkbook register?
4. Make sure all automatic deposits and transfers have been entered in your checkbook register or on your check stubs.
5. Have all the checks you wrote been deducted from your register?
6. Have you deducted all bank charges and withdrawals in your register?
7. Have you carried the correct balance forward in your checkbook register?
8. Have you earned any interest that needs to be added to the checkbook register?
9. Have you checked your math?
10. Did you remember to subtract fees and charges from your checkbook balance last month?
11. Did you remember to add interest paid and automatic transfers or deposits to your checkbook balance this month?

B. What to do when you find a mistake

1. Cross out the incorrect amount and write the correct amount under it.
2. Use white-out or erase every amount in the balance column, then write in the correct amount.

IV. Tips on Checking

A. Start your checks with number 501 or higher

B. Print additional information on your checks

1. Name and address
2. Driver's license number
3. Social security number
4. Phone numbers, both work and home

C. Save all of your receipts

D. Keep your checkbook register in order, write down transactions immediately

E. Always balance your checkbook each month

F. Never write checks intentionally knowing that you don't have the funds to cover the check.

G. Voiding checks

1. Tear up the check and throw it away
2. Record the void check number in your checkbook register

H. Stopping payment on a check

- I. Always use a pencil on the “balance” portion of your checkbook register or on check stubs.
- J. Call the bank if you do not understand something on your bank statement
- K. When you balance your checkbook next month, use a different colored pen or pencil for the check marks on your checkbook register and bank statement.